

Professional and Managerial Branch  
Engineering Group  
Registered Engineer Series

CIVIL ENGINEER III

09/89

**CHARACTERISTICS OF THE CLASS:**

Under direction supervises engineering and support personnel and performs a variety of civil engineering duties; performs related duties as required.

**EXAMPLES OF DUTIES:**

Supervises and performs drafting, computational and design duties in the preparation of plans and specifications for bridge, street, sewer and water construction, storm drainage and other public works projects; supervises the design and plan preparation of park facilities such as buildings, playcourts, roads and irrigation systems; performs special studies of water supply requirements and system improvements; prepares cost estimates for projects; reviews plans to determine if construction will require relocation of existing or proposed utility, water and sewer lines.

Supervises the inspection of contract projects; assigns inspection and testing of workmanship and materials used in construction; interprets plans and specifications of work being done under contract; reviews plans for proposed subdivisions and structures prepared by private professional engineers and architects.

Assembles and prepares specifications; initiates correspondence for work involving right-of-way easements; oversees the preparation of technical reports; appraises shortages, excesses, quality and costs of existing facilities; represents the City at public hearings and meetings; prepares surveys used for metes, bounds, and legal descriptions.

Supervises, trains and evaluates the work of assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor's of Science Degree in Civil Engineering and four years of professional civil engineering experience, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of civil engineering as applied to surveying, drafting and designing; considerable knowledge of the methods, materials, tools and equipment used in public works construction; considerable knowledge of cost determination techniques; good knowledge of supervisory techniques, standards of conduct and work attendance; good knowledge of safe working practices and procedures; good knowledge of federal, state and local codes and ordinances as they apply to public works projects; good knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to supervise, train and evaluate assigned personnel; ability to prepare plans, designs and specifications; ability to determine project costs; ability to interpret plans and specifications and identify defects; ability to express oneself clearly and concisely, both orally and in writing; ability to establish effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Registration as a professional engineer in the State of Texas; Texas Class "C" Drivers License or equivalent license by another state.

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Director of Personnel

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Department Head

OFFICIAL